



OKDHS Style Guide

Version 01-2009

Section 8.7

Best Practices - Adobe Acrobat Optimizer Settings

OKDHS Style Guide

Table of Contents

<i>Best Practices – Adobe® Acrobat® Optimizer Settings</i>	1
Adobe® Acrobat® Optimizer Settings	2
Advanced Tab Menu	2

Best Practices – Adobe Acrobat Optimizer Settings

The Oklahoma Department of Human Services (OKDHS) Office of Communications Web Content Management Unit has compiled this best practice document to help OKDHS staff ensure that Adobe Acrobat PDF documents are optimized to be accessible as possible with the current Adobe solutions and with future versions of Adobe Acrobat software.

If you have suggestions, questions or comments about this information, please contact the Web Content Management Unit at (405) 521-3027 or by e-mail at WebContent@OKDHS.org.

OKDHS Style Guide

Adobe Acrobat Optimizer Settings

In Adobe Acrobat, ensure that the settings for optimization are changed to match those below.

Advanced Tab Menu

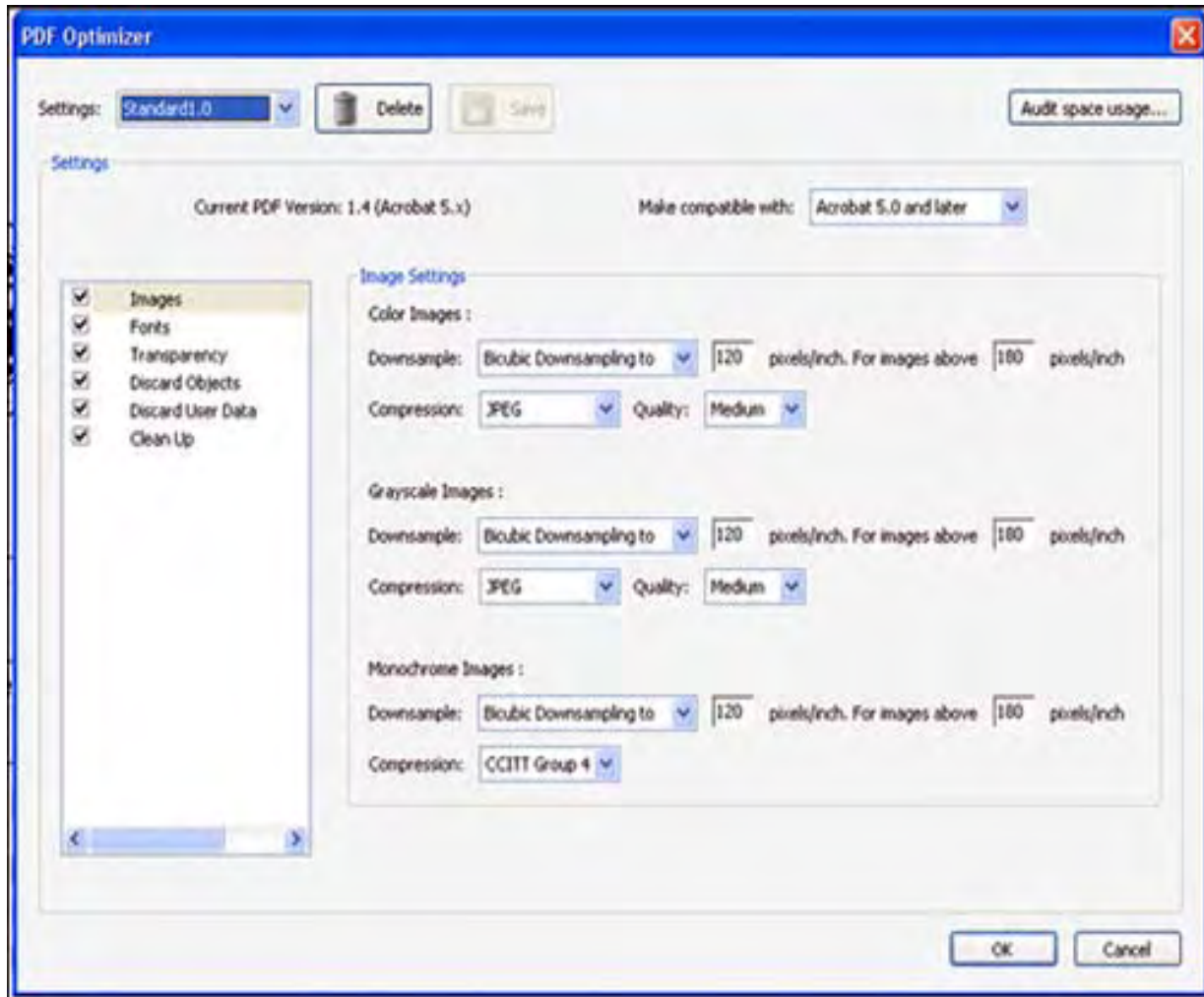
- Choose **PDF Optimizer**

Settings

- Make compatible with: Acrobat 7.0 and later

Images Checkbox

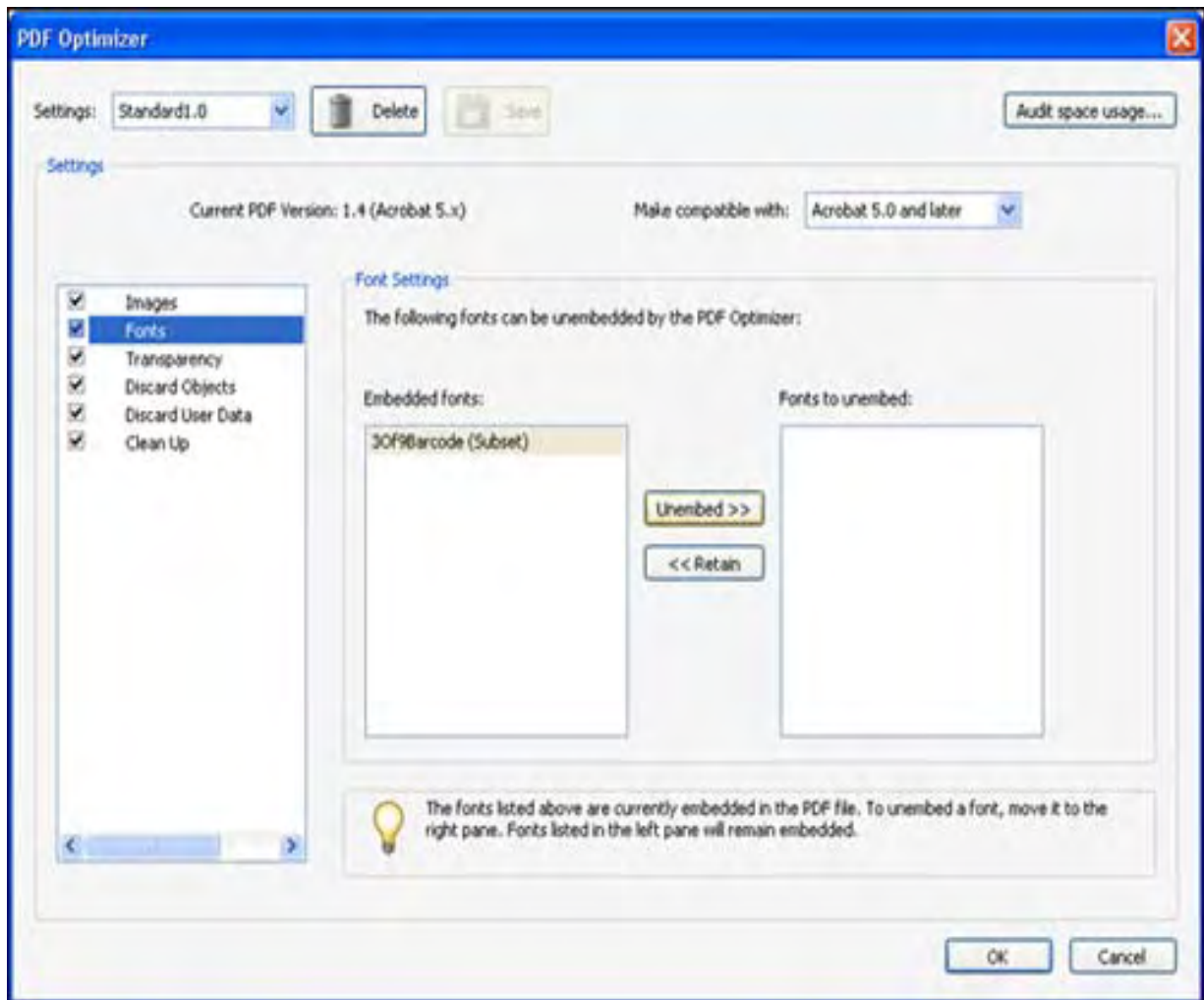
- Color Images change the pixel/inch to 120
- Grayscale Images change the pixel/inch to 120
- Monochrome Images change the pixel/inch to 120



OKDHS Style Guide

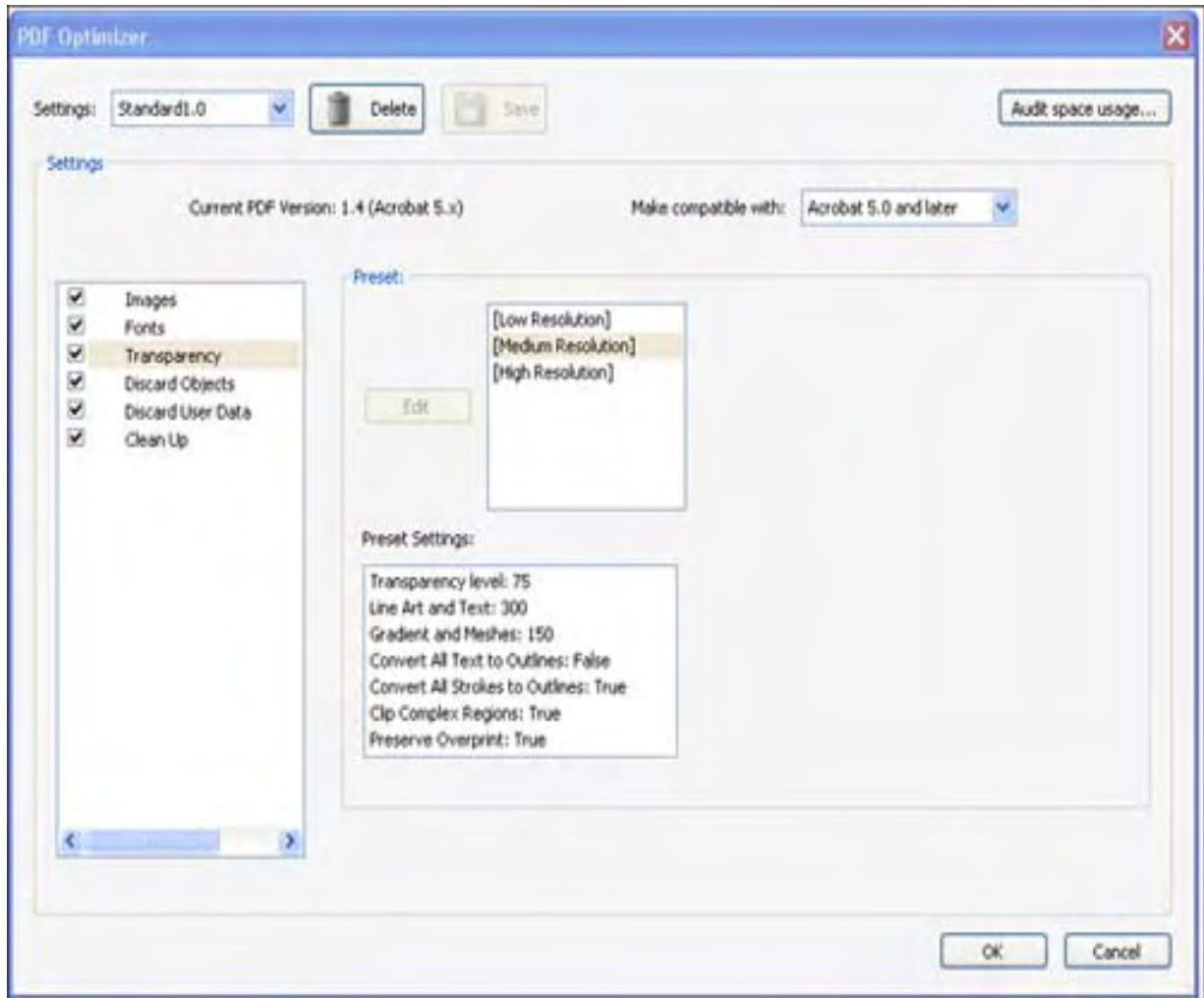
Fonts Checkbox

- If fonts are embedded into the form or page they need to be left in the document
- No changes needed



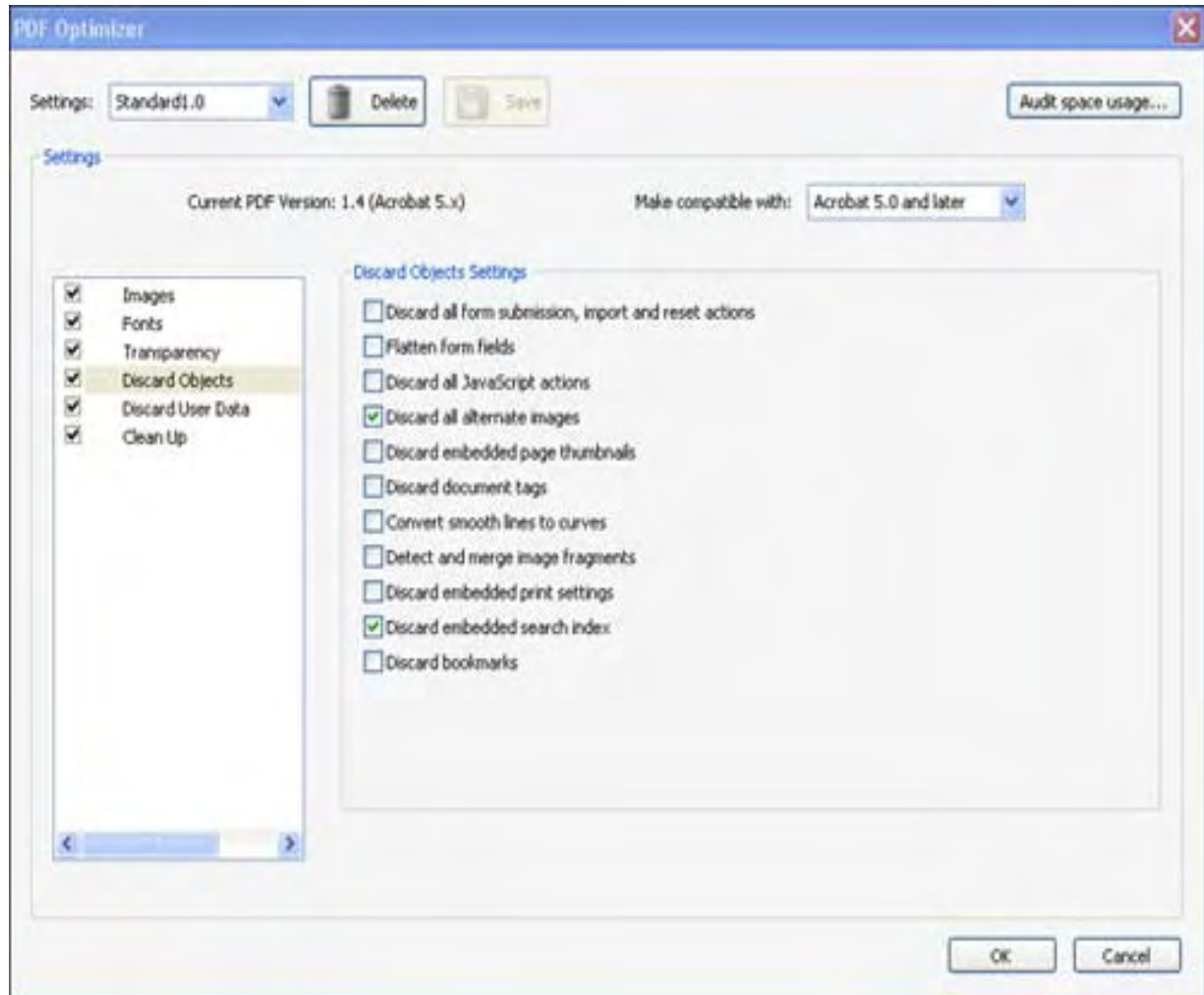
Transparency Checkbox

- No changes needed



Discard Objects Checkbox

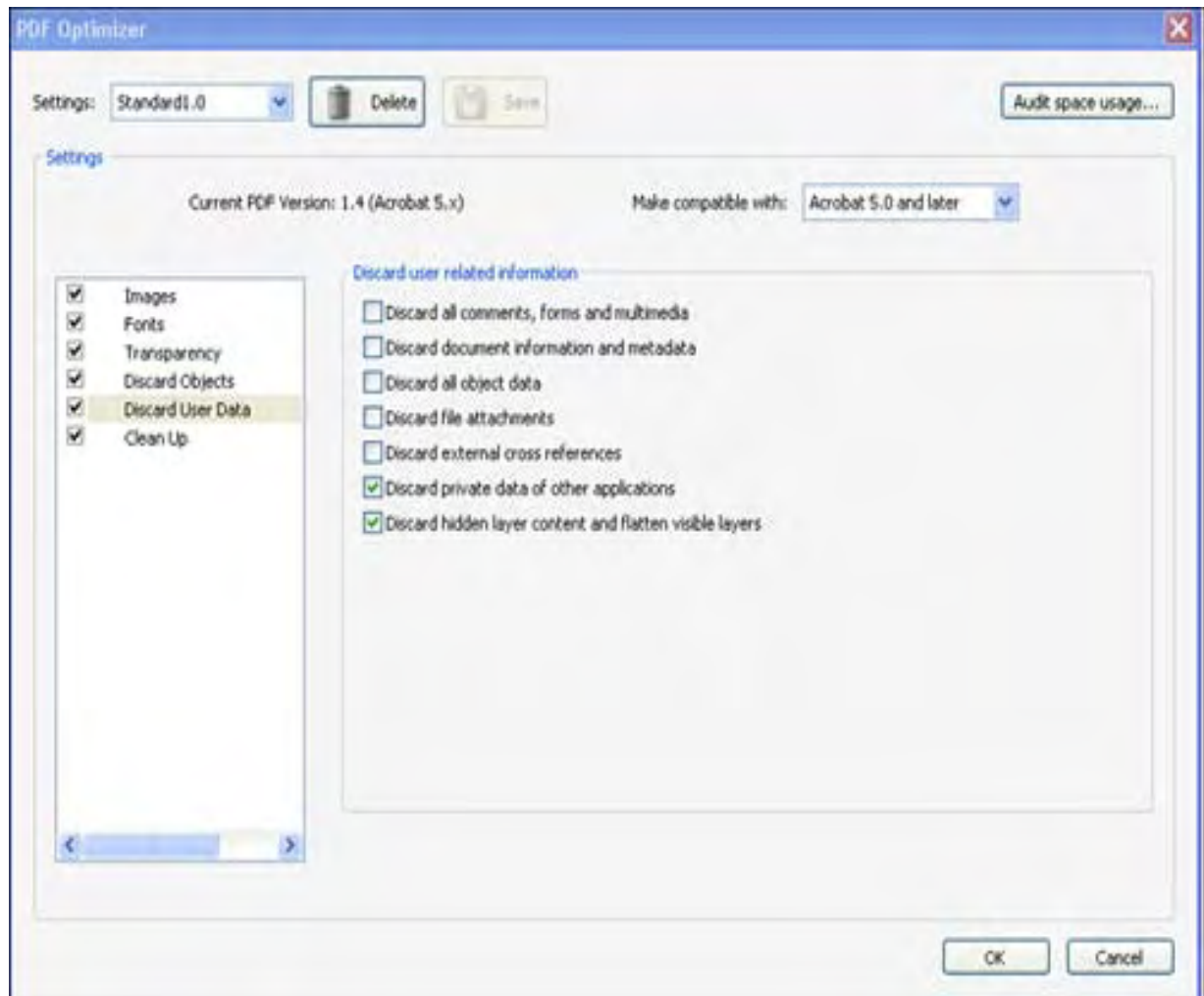
- Check Discard all alternate images
- Check Discard embedded search index



OKDHS Style Guide

Discard User Data Checkbox

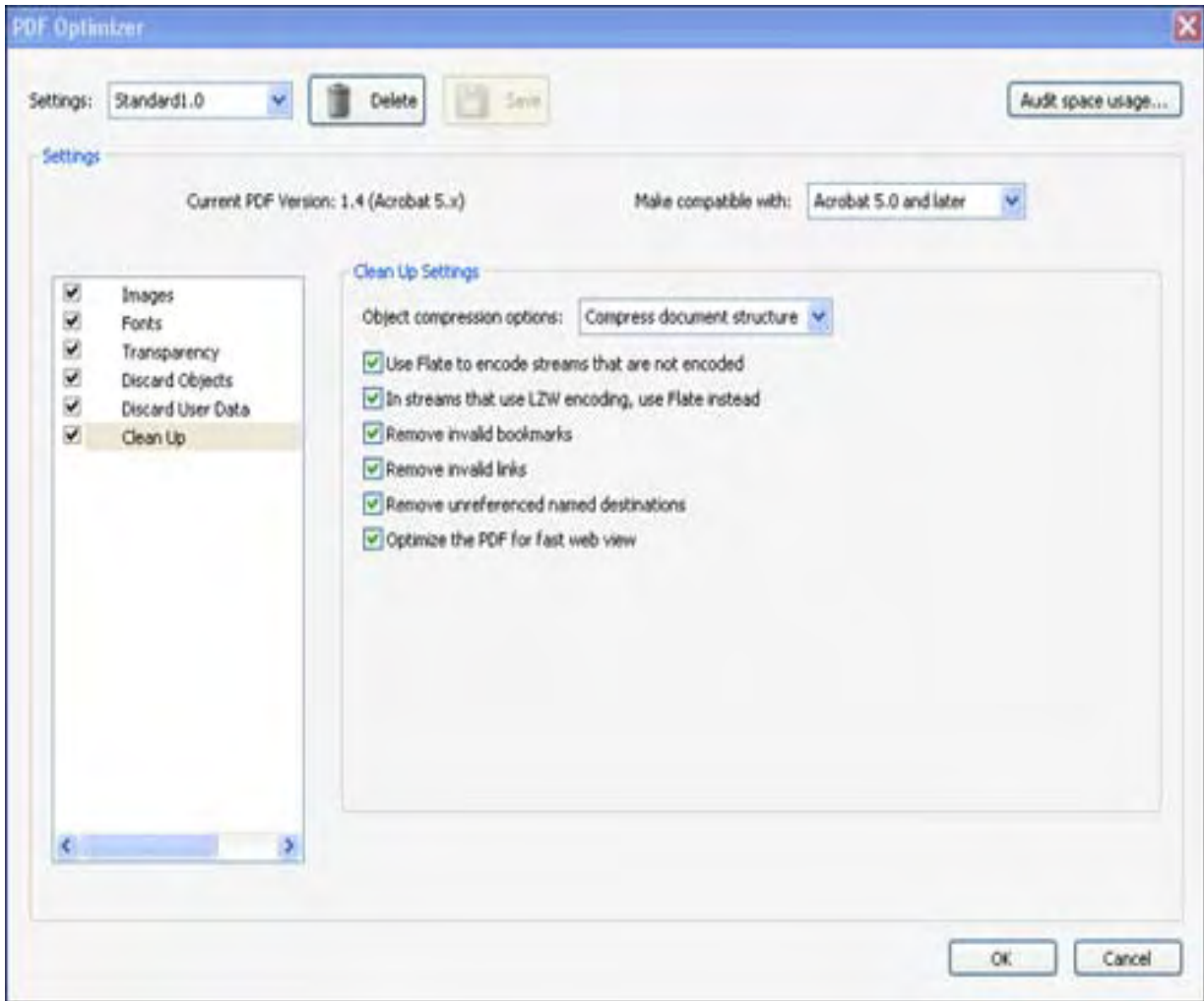
- Check Discard private data of other applications
- Discard hidden layer content and flatten visible layers



OKDHS Style Guide

Clean Up Checkbox

- Object compression options: Compress document structure
- Check Use Flat to encode streams that are not encoded
- Check In streams that use LZW encoding, use Flat instead
- Check Remove invalid bookmarks
- Check Remove invalid links
- Check Remove unreferenced named destinations
- Check Optimize the PDF for fast Web view



Once you have made all the above changes you will need to click on the **Save** button at the top of the PDF Optimizer window. Rename the settings to Custom OKDHS.